## **NEOGOV** Activity

(be sure not to select an exam plan)  □ Create New Exam Plan  □ Create the Job Posting  □ Include: (3) supplemental questions (new ones OR those item bank)  □ Include:  ■ Supplemental Questionnaire  ■ Training and Experience Evaluation  □ Login to 69.225.112.12/sc in order to apply for your position online applicant  □ As an applicant, create an account and apply for your position online applications) and input (2) paper applications into the system  □ Screen/Move your applicants through your evaluation steps 1-3 by your exam plan and viewing the applicants by step and passing or them through the process. You should pass at least (2) applicants  □ Place your passing applicants on the Eligible List  □ Refer the appropriate applicants back to the Hiring Manager (choown name)  □ Login to the OHC (as though you were the hiring manager looking HR has referred to you) and Hire (1) candidate and reject (1) candidate.		requisition
<ul> <li>□ Create the Job Posting         <ul> <li>Include: (3) supplemental questions (new ones OR those item bank)</li> </ul> </li> <li>□ Create the Exam (including evaluation steps)         <ul> <li>Include:</li> <li>Supplemental Questionnaire</li> <li>Training and Experience Evaluation steps</li> </ul> </li> <li>□ Login to 69.225.112.12/sc in order to apply for your position online applicant</li> <li>□ As an applicant, create an account and apply for your position online applications) and input (2) paper applications into the system</li> <li>□ Screen/Move your applicants through your evaluation steps 1-3 by your exam plan and viewing the applicants by step and passing or them through the process. You should pass at least (2) applicants</li> <li>□ Place your passing applicants on the Eligible List</li> <li>□ Refer the appropriate applicants back to the Hiring Manager (choown name)</li> <li>□ Login to the OHC (as though you were the hiring manager lookin HR has referred to you) and Hire (1) candidate and reject (1) candidate From the My HR Screen, authorize your Open Requisition and chemother in the supplication of the process.</li> </ul>		Login to Insight (as though you were the HR user) and open the requisition (be sure not to select an exam plan)
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·		Login to the OHC (as though you were the hiring manager looking at those HR has referred to you) and Hire (1) candidate and reject (1) candidate.
		From the My HR Screen, authorize your Open Requisition and change the status to Filled (in order to clear it from your open requisitions).